

Youth Opportunity Boston – Transitional Employment Services Employment Level (3)

Description

The Employment level in the Transitional Employment Services is targeted to youth with moderate employment history and exhibit positive work behaviors. This level provides participants with private sector, secondary labor market employment. The Employment Level further develops workplace etiquette and job retention skills in youth. It also challenges youth to meet employer expectations and develop new skill sets.

Criteria

- Member of the Youth Opportunity program.
- Has held at least 2 jobs; maintained 1 of the jobs for at least 6 months or more.
- Possibly a Job Level 2 graduate.
- Dresses appropriately; maintains good hygiene.
- Motivated/willing to work.
- Stable living situation and/or daycare status.
- Consistent attendance and ability to complete tasks, at previous employment.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

Requirements

- Adheres to all policies of employer.
- Maintains a consistent work ethic.
- Notifies career specialist of any job changes.
- Ends employment with proper notice
- Attends JRT/Life Skills workshops.

Workshops

Workshops will be conducted on an on-going basis on basic computer skills, academic planning, basic financial planning, and advanced career planning. Members will be asked to attend the workshops, in order to prepare them for Career Level (4) opportunities.

Disciplinary Policy

Members will be asked to read and adhere to the policies at their individual work sites. They will be held to the rules, regulations, and expectations of that organization.

Work Based Learning Plan

The goal of the Work Based Learning Plan is to assess a member's skill level and set goals.

- When the member is hired, the direct supervisor, member, and Career Specialist will discuss the job duties and responsibilities in order for everyone to be clear about goals.
- 1st Review should be conducted two weeks after student has started the position and will be used to assess the member's work readiness level. Goals will be set for the member, to encourage him/her to reach the next level of skill acquisition.
- 2nd Review will be conducted at a minimum 12 weeks later to be used to assess the employability skills gained by the member.

Next Steps

When the member exits the Employment Level (3), they need to have been assessed using the Work Based Learning plan or have been employed for six months. They will then meet with their Case Manager and Career Specialist to determine the next steps that will be taken to secure employment, at the Career Level (4).